

Workforce Training Resource Guide

Volume 2. Spring

April-June 2011

Please refer to the Center's calendar for a complete list of job related events. Workshops are offered at NO COST. However Pre-registration is Required. Please stop by the center or call 703-777-0150 to register.

New This Spring...

- New Age Job Search
- Changing Lanes
- Completing Online Applications
- Building A Career Portfolio
- MS PowerPoint Basic

Dell Learning Lab

This is an interactive computer based learning system which allows you to develop, refresh, or enhance your skills in either Microsoft Office 2003 or 2007 applications.

Pre-requisites: You must have basic computer skills, knowledge of how to navigate the internet, and typing or keyboarding skills.

Computers are available on a first come, first-serve basis, check with the front desk for available times or call 703-777-0150 ahead of time.

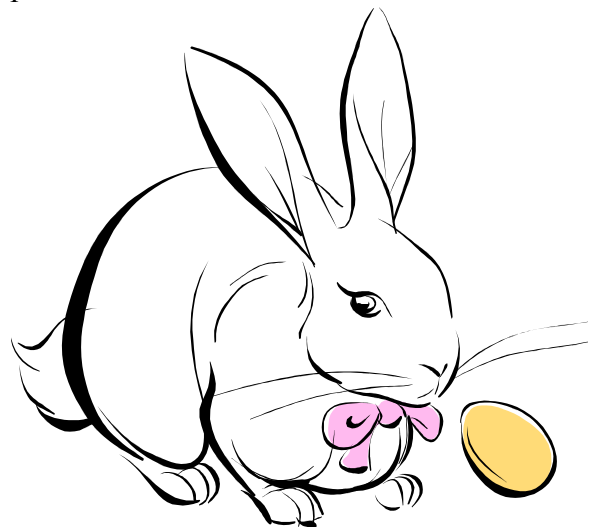
Visit Our Website

To learn more about our workshops and services, please visit our website at www.loudoun.gov/wrc. There you will find the Spring Training Catalog, workshop descriptions and more.

Get Out of Your Way

By Kindra Jackson

We can be our own best friend or our own worst critic. When it comes to our quest for employment, we have to learn to get out of our own way and allow the knowledge, skills, and abilities we have gained throughout life's experiences to work for us. It is easy to get caught up in common employment myths that tell us our skills are too outdated, we aren't young enough, we do not have enough education, or even that there is no place for our skills in today's job market. The choice is yours. Will you subscribe to these myths or ideals and give up or will you examine yourself for who and what you are and make the most of your positive attributes? At times our thoughts alone can slow down our momentum when our thoughts become our actions and our actions determine our outcomes. Only you can change that. Get out of your own way by changing your thoughts and your actions so that you can see just how valuable you truly are as an employee and a person.



April 2011 (Registration Opens 3/15/11)			
Mon.	April 4	9:30-12:30	Click 'N' Drag
Tue.	April 5	1:30-4:00	Social Media for Job Seekers
Thur.	April 7	1:00-3:00	Online Job Applications
Fri.	April 8	10:00-1:00	Mock Interviews
Tue.	April 12	9:00-4:00	PowerPoint Basic
Thur.	April 14	9:00-1:00	Resume Writing 101
Thur.	April 14	12:00-2:00	Interview Workshop
Fri.	April 15	1:00-4:00	Mock Interview
Mon.	April 18	9:00-4:00	Windows XP
Wed.	April 20	9:30-11:30	Word (A)
Thur.	April 21	9:00-12:00	Word (B)
Fri.	April 22	9:00-12:00	Professional Resume Writing
Mon.	April 25	9:00-4:00	Word Basic
Tue.	April 26	9:00-4:00	Excel Basic
Tue.	April 26	10:00-12:00	New Age Job Search
Thur.	April 28	9:00-1:00	Resume Writing 101
Fri.	April 29	9:00-4:00	Get Connected

June 2011 (Registration Opens 5/16/11)			
Thur.	June 2	9:00-4:00	Word Basic
Thur.	June 2	1:00-4:00	Building A Portfolio
Fri.	June 3	1:00-4:00	Mock Interviews
Mon.	June 6	9:30-12:30	Click 'N' Drag
Tue.	June 7	9:30-11:00	Understanding Credit
Tue.	June 7	1:00-3:00	Online Job Applications
Wed.	June 8	10:00-12:00	Networking Strategies
Wed.	June 8	9:00-4:00	Excel Basic
Thur.	June 9	9:00-1:00	Resume Writing 101
Thur.	June 9	12:00-2:00	Interview Workshop
Mon.	June 13	9:00-4:00	PowerPoint Basic
Tue.	June 14	9:30-11:30	Word (A) Basic
Thur.	June 16	9:00-12:00	Word (B) Basic
Fri.	June 17	9:00-12:00	Professional Resume Writing
Fri.	June 17	1:00-4:00	Mock Interview
Mon.	June 20	9:00-4:00	Windows XP
Thur.	June 23	9:00-12:00	Professional Resume Writing
Tue.	June 28	9:00-12:00	Changing Lanes
Thur.	June 30	9:00-4:00	Get Connected

May 2011 (Registration Opens 4/15/11)			
Mon.	May 2	9:30-12:30	Click 'N' Drag
Tue.	May 3	9:00-4:00	Excel Basic
Tue.	May 10	9:00-4:00	PowerPoint Basic
Wed.	May 11	10:00-12:00	Revitalize Your Job Search
Thur.	May 12	12:00-2:00	Interview Workshop
Mon.	May 16	9:30-12:00	Social Media for Job Seekers
Tue.	May 17	10:00-12:00	Federal Job Search
Tue.	May 17	1:00-3:00	Online Job Applications
Tue.	May 17	9:30-11:30	Word (A)
Thur.	May 19	9:00-12:00	Word (B)
Fri.	May 20	10:00-1:00	Mock Interview
Mon.	May 23	9:00-4:00	Windows XP
Tue.	May 24	9:00-4:00	Word Basic
Thur.	May 26	9:00-1:00	Resume Writing 101
Tue.	May 31	9:00-4:00	Excel Basic
Tue.	May 31	1:00-3:00	New Age Job Search

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